





## SGD003 V1: Safer recruitment of new volunteers - working with children or adults at risk







Planning

WAF-E&W Group leader passes information on any new potential volunteer to Safeguarding Representative who ensures that a role description for the post exists

Consult WAF-E&W Safeguarding Policy and Procedures regarding recruitment to determine level of DBS Disclosure required, if any, and other safeguarding considerations

Registration

Selection

Checks

Safeguarding Representative sends volunteer registration (SGD012) and for DBS eligible roles, ID verification (SGD014) and SSD forms (SGD015)

Potential volunteer to complete and return registration, and for DBS eligible roles, ID verification and SSD forms

Safeguarding Representative to ensure that formal discussion about the role is undertaken by most appropriate person (usually group leader)

References to be taken up in parish either by Safeguarding Representative or group leader and written references followed up by telephone call or face-to-face discussion with referee

**ID** verification

Submit DBS application form, if eligible

Confirmation of appointment, pending satisfactory references and DBS Disclosure







## **Post-Appointment**

Record keeping

Letter of Appointment signed by WAF-E&W Group Leader 2 x copies of Agreement (1 x to be returned to Safeguarding Representative) Code of conduct, details of policy and procedures and e-learning programme given to volunteer

All paperwork to be kept in secure locked non-portable cabinet and volunteer details Safe Recruitment Process Planner

Support arrangements and supervision if requires

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Training and development opportunities